

CLASS TITLE: TAX AUDITOR I (TAXATION)

Class Code: 02683300
Pay Grade: 26A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Revenue (DOR) Division of Taxation, to assist in the completion of comprehensive tax audits; to assist in reviewing accounting records, income, corporation and excise tax returns, and other evidential materials to determine the proper tax liabilities under the State's various tax laws; to assist in the preparation of reports as to the findings of such audits; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision and receives instruction from a Revenue Agent of higher grade while assisting in conducting tax audits; work is reviewed in progress for conformance to Rhode Island tax laws, regulations and procedures and for the application of generally accepted auditing standards and techniques.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Revenue (DOR) Division of Taxation, to assist in the completion of comprehensive tax audits.

To assist in reviewing accounting records, income, corporation and excise tax returns, and other evidential materials to determine the proper tax liabilities under the State's various tax laws.

To assist in the preparation of reports as to the findings of such audits.

To assist in determining appropriate tax necessary to complete the audit.

To assist in formulating audit results and determine tax liability of income, corporation, and excise tax audits.

To assist in the preparation of reports and the findings of such audits.

To assist in writing and reporting the results of the audit as performed including statements as to the scope of the audit, a description of the audit procedures use (including the extent of sampling), statements regarding the methods used by the taxpayer to prepare the return and the propriety of such methods, a summary of the findings including a determination of additional taxes due if any and a narrative regarding the taxpayer's agreement or disagreement with audit findings and recommendations as necessary for future reference.

To assist in handling inquiries regarding the state's income, corporation, and excise tax laws.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A working knowledge of generally accepted accounting principles and generally accepted auditing methods, standards and procedures and the ability to apply such knowledge in making comprehensive tax audits of accounting records and other data of individuals, partnerships and corporations; a working knowledge of Rhode Island tax laws (including regulations, bulletins and policy memoranda); the ability to research, compile, compose written financial reports and findings; skill in performing mathematical computations; the ability to respond to taxpayers inquiries into tax laws, policies and procedures; the ability to maintain effective working relationships with taxpayers, their legal representatives and other fellow professionals; the ability to utilize a variety of computer software in the completion of duties; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Bachelor's or Master's degree from a college of recognized standing in Accounting or a closely related financial field.

SPECIAL REQUIREMENT: At the time of appointment, must possess a valid motor vehicle operator's license. Said license must be maintained as a condition of employment.

Class Created: May 17, 1992

Editorial Review: March 15, 2003

Class Revised: November 21, 2021